



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 5, 1984	1. Agency Address Department of Education General Services Section Twin Towers East, Suite 1566 Atlanta, Georgia 30334	Application Number 84-34	
Application Number		Date Received MAR 13 1984	Date Completed MAY 30 1984
2. Person to Contact James Askew		Working Title Property and Supply Supervisor Telephone Number 656-2513	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1979 to date		5. Records Series Title (followed by title used in office, if different) Educational Property Control Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? General Services Property Control Unit is responsible for maintaining a Master Record of all equipment items for the Department of Education, and to assist units in acquisition and disposition of surplus property.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administering the perpetual Property Control Inventory. Included are: Inventory Control Form (DE Form 0342) Property Inventory Transfer Control Form (DE Form 0051) Report of Lost, Damaged, Destroyed or Stolen Property (DE Form 0082) Central Inventory Coding Form (DE Form 0081) and related memoranda and correspondence. File is arranged: Chronologically, by Fiscal Year; there under (1) All Property Control Forms are arranged by Budget Unit Number. (2) Correspondence is arranged chronologically by date.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 60; Seven to twelve months old 6; Thirteen to twenty-four months old 4; twenty-five months and older 1?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 6 cubic feet			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Record copy of Field Purchase Order is maintained separately
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	2 _____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	0 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed a total of three years for administering the Department of Education Property Control Unit's responsibilities.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 1 _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold 2 _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) NOTE: reference

Remove and destroy copies of Field Purchase Orders prior to transfer to State Record Center.

Computer Printout (generated quarterly): Hold in current files area until receipt of updated printout; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	3/7/84	<i>Claudia J. Stepien</i>	3/5/84
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	5-11-84
		Secretary of State/Designee	5/9/84
		Attorney General/Designee	5/30/84